



## EQUAL OPPORTUNITIES COMMISSION

The Equal Opportunities Commission (EOC) is a statutory body charged with the mandate to eliminate discrimination on the grounds of sex, marital status, pregnancy, disability, family status and race, as well as to eliminate sexual harassment, and harassment and vilification on the grounds of disability and race. The EOC promotes equality of opportunities between men and women, between persons with and without a disability, persons of different races and irrespective of family status. It is the EOC's vision to create a pluralistic and inclusive society free of discrimination where there is no barrier to equal opportunities. The following position is available in the **Corporate Communications Division** of the Equal Opportunities Commission (EOC). Applications are invited from suitably qualified candidates:

### **Corporate Communications Manager**

(Monthly salary of HK\$53,300 to HK\$67,065, 3-year fixed term contract)

#### **The Role**

- Create high-quality English communications materials, including but not limited to: news releases, fact sheets, backgrounders, briefing and education materials, infographics, newsletters, op-eds, website pages, reports, as well as information and promotional leaflets.
- Manage a broad range of communications to support and facilitate the speaking engagements and presentations of senior management, which involves conducting desktop (Internet) research, sourcing information and preparing speeches, presentations, messages, letters, etc. to tailor for different target audience.
- As one of the lead English editors of the organisation, uphold the best practices and standards in grammar, messaging, writing and style, and ensure alignment and consistency of corporate positioning and messages.
- Coordinate and supervise the production and printing of public education and promotional materials and corporate publications, such as newsletters, annual report, etc.
- Assist in the planning and implementation of communication strategies and plans, and the development of messages for corporate campaigns and programmes.
- Prepare opinion-editorial articles and other information for publication through various media channels, including social media platforms, so as to enhance public understanding of equal opportunities concepts.
- Liaise with businesses, NGOs, community groups and other relevant organisations to identify collaboration and partnership for promoting equal opportunities.
- Provide support for EOC events and activities.
- Undertake any other duties as assigned.

#### **The Person**

- Strong understanding, passion and commitment to the values, mission and vision of the Equal Opportunities Commission.
- Excellent verbal and written communications skills, with native or near native-level English. (Please provide TOEFL/IELTS scores, if available.)
- Tertiary qualifications in English, Communications, Public Relations, Journalism, or a related Communications field with at least 5 years of experience in corporate communications and in the area of writing and/or editorial.
- An outstanding writer with proven ability to communicate ideas creatively and concisely, and develop impactful content in a variety of formats.
- Experience of working with agencies, copywriters, designers, and publishing companies, and on stakeholder and media outreach.
- Strong analytical ability, proven organisational skills and attention to detail.
- A driven self-starter with positive outlook, and passionate about looking for new and creative ways to reach out to readers and stakeholders. Demonstrated capacity to work well with others in a team environment as well as independently.
- Proficient in MS Office. Knowledge of desktop publishing an advantage.

*[Appointment will be on three-year agreement terms renewable depending on service needs and performance. The remuneration package will consist of a basic salary and a cash allowance in accordance with the Commission's policy. The appointee will also be eligible for a gratuity on completion of the agreement subject to satisfactory performance and conduct. ]*

#### **To Apply**

Applications (including CV), **marked confidential and specifying the post applied for**, should be sent to the Head (Corporate Planning & Services), Equal Opportunities Commission, 16/E, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong **on or before 28 November 2017**. **Candidates who have responded to our previous advertisements posted on 4 & 11 November 2017 need not re-apply**. Candidates shortlisted for further consideration will normally be contacted in around 6 weeks from the closing date of application. The information provided will be treated in strict confidence and will be used for employment purpose only. Information of unsuccessful candidates will normally be destroyed 2 years after the recruitment exercise is completed. For more information on the Commission, please visit our website at <http://www.eoc.org.hk>.

**WE ARE AN EQUAL OPPORTUNITIES EMPLOYER**